

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Elephant Supervisor

(Service Supervisor II)

Internal and general recruitment

Status:	One full-time position
Work location:	Oregon Zoo 4001 SW Canyon Rd., Portland, OR
Salary range:	\$52,339 - \$71,190 annually This position is not represented and is exempt
Recruitment number:	Zoo-1310-May10
Application deadline:	June 7, 2010 (internal) June 24, 2010 (general)

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

This position is responsible for supervising the elephant collection at the Oregon Zoo, including full supervision of approximately five subordinate staff and on-going training and evaluation of elephant care provided within the Oregon Zoo. This position is responsible for maintaining and implementing the Elephant Management Plan, keeping abreast of best practices and current science regarding the care of captive elephants. This position reports to the General Curator.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Supervises Animal Keeper staff, including on-going evaluation of performance, coaching to remedy performance gaps and mentoring to ensure on-going successful interactions with the elephant collection.
- Plans, organizes and coordinates workloads and assignments, balancing assigned tasks against elephant care standards, and on-going staff development and training needs.
- In coordination with the General Curator, leads the Oregon Zoo's maintenance and implementation of the Elephant Management Plan, including strategic planning around elephant breeding efforts and associated outreach planning, and financial impact analysis.
- Monitors service levels, labor costs, products and prices to help assure compliance to established budget and to provide input to budget formulation and service planning.
- Completes assigned paperwork and reports in a timely and accurate manner and maintains computerized and hard copy records and files.
- Coordinates efforts and activities with other Oregon Zoo work units and with outside regulatory agencies or zoological organizations, as required. Provides information to and collects information with outside groups,

such as AZA or other zoos, related to elephant management or breeding efforts. May respond to media or public inquiries about the Oregon Zoo's elephant collection.

- Performs related duties as assigned.

Minimum Requirements

High school diploma or G.E.D, supplemented by specialized coursework or training in elephant care, and at least one year of experience in training or supervising others in the care and handling of elephants; or any combination of experience and education that provides the applicant with the knowledge, skills and abilities required to perform the job.

Knowledge, skills and abilities

- Expert knowledge of elephant care techniques, including current scientific work on care and breeding of captive elephant herds, social dynamics and structures within elephant herds.
- Knowledge of project and records management techniques related to captive animal care and breeding efforts.
- Knowledge of techniques and practices necessary to supervise staff, including planning and organizing work activities, evaluating performance, mentoring, training and motivating staff.
- Some knowledge of budgeting methods and principles.
- Ability to supervise staff and work unit activities, analyze problems within the work unit and coordinate work activities with others who have different priorities.
- Ability to make independent decisions to resolve business and stakeholder issues and concerns and to recognize when assistance is required from the General Curator to resolve issues.
- Ability to explain elephant management issues to non-specialized audiences.
- Ability to maintain records and generate reports on work unit activities as needed.
- Ability to maneuver safely and effectively within the elephant collection enclosure and around elephants for purposes of providing training and guidance in hands-on physical care and training of elephants, such as with hand tools, anks or restraints.
- Ability to occasionally move materials by pushing, pulling lifting and carrying of 10 to 500 pounds (with assistance).
- Ability to continuously seek ways to improve efficiencies and service to the public.
- Ability to embrace change and innovation when appropriate.
- Ability to strategically weigh risks and benefits of actions prior to taking action.

Working Conditions

This position is exposed almost continuously to the elephant collection in the Oregon Zoo. Duties may be performed both indoors and outdoors, with exposure to inclement weather. This position also works with sharp hand tools to train staff in elephant foot care and handling.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify,** veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on May 25, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Elephant management techniques are ever evolving. Please explain how you maintain your familiarity with current elephant management practices.**
 2. **In your experience, what do you feel are the biggest challenges zoos face with their elephant programs?**

Submit your application

Deadline: 5 p.m., June 7, 2010 (internal)
5 p.m., June 24, 2010 (general)

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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